

DelDOT

Plan Revision Guidelines

General

1. It is Department's goal to advertise a quality set of plans and specifications to minimize the amount and scope of revisions and change orders. Initial quantity computations must be accurate and checked properly to help minimize over-runs in contract costs.
2. Communication between Construction and Project Development Sections throughout the project development process is essential to minimize the need for changes.
 - A. Errors in plans must be communicated back through Construction to Project Development for improvement or corrections to future plans.
 - B. Construction personnel should actively participate in the preconstruction review process to add construction input.
3. As soon as a contract change is contemplated by any party, phone calls should be made to:
 - A. Applicable Construction Area Engineer or equivalent, or
 - B. Applicable Project Manager
 - C. Support sections if there are impacts to utilities, right-of-way, wetlands, historical property, storm water management, etc.
 - D. FHWA when applicable.

in order to begin sharing ideas.

If it is determined, at this stage, a field change is necessary, the Area Engineer or equivalent should inform the Construction Engineer of the decision. If a plan revision is necessary, the project designer should inform the Supervising Engineers (Squad Leaders) or Project Managers, who are responsible for the proper execution of the plan revisions.

4. Plan revisions to active jobs should receive priority over jobs still in Design in order to minimize potential delays and claims.
5. Suggested numbering system for plan revisions:

Revisions should be numbered consecutively for the contract. i.e. If plan revision 3 is issued and it affects plan sheet 10, it shall be numbered as 3 even though it may be only the first change to that particular sheet.

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6. The plan sheet revision block should be in the upper right corner of the sheet.
7. All wetland boundaries, utility relocation, or Right-of-Way or easement change should be shown on the plans.

Items Which Must Be Issued As A Plan Revision

1. Changes requiring recomputation of hydrology or hydraulics.
2. Changes to the roadway box section.
3. Changes in profile or alignment.
4. Safety related changes.
5. Changes requiring additional Right-of-Way, Easement areas, or impacts to wetlands and subaqueous areas.
6. All bridge changes except quantity changes and foundation stabilizations not related to spread footing bearing.
7. New specifications for materials.
8. Other items, if approved by the Construction Engineer.

Implementation of Plan Revisions

1. As soon as the revision concept is developed by any initiating group, the following, if applicable, should be contacted by telephone by the design engineer:
 - A. Applicable Construction Engineer
 - B. Right-of-Way Section
 - C. District Utility Coordinator & Preconstruction Utility Section
 - D. FHWA
 - E. Traffic Section
 - F. Safety Section
 - G. Location & Environmental Studies
 - H. Stormwater Engineer
 - I. Subdivision Engineer
 - J. Specifications Engineer
 - K. Legal Section
 - L. Consulting Engineer

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Only those sections who are involved, as verified by the phone calls, should be involved in subsequent steps. Requests for information from involved sections should be made as early as possible.

2. Design Supervising Engineers, Project Managers or Construction Engineer will arrange for a field review, a meeting, or other action as deemed appropriate.
3. The plan revision is drawn/drafted and prepared for distribution. FHWA approval or any other approvals including necessary permits are acquired at this time.
4. Necessary funding should be obtained as follows:
 - A. Project Manager calls District Estimating section to obtain latest project funding status.
 - B. If contingency is exhausted, Project Manager obtains funds to cover the change through Finance. This may involve presenting a funding request to the PDC if the change exceeds the thresholds outlined in the Policy Implement.
 - C. Project Manager shall complete funding data on the revision letter.
 - D. District will process any additional contingency increases required for their needs once the funding source is identified and approved.
5. The letter is sent to the Construction District along with plans and quantities.
 - A. The Project Manager shall contact the applicable Construction District to determine the number of full size and half size sets of revised sheets needed, and forwards them to the Construction Engineer.
 - B. Three (3) sets should be marked in red for distribution to the Contractor, the Construction Field Office, and the District Construction Office.
 - C. Identify any new items and include necessary specifications.
6. All revisions should be evaluated for the cause by the Supervising Engineers or Project Managers. If a design error or omission is found, the applicable Project Development Assistant Director should be consulted for further action. Proper documentation is important at this time.
7. If the examination for the cause reveals some common problems that may be repeated by others, the Quality Engineer should be notified for his distribution of necessary information to appropriate personnel.